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GUIDE TO THE

Cataloguing of Periodicals

PREPARED BY
MARY WILSON MAC NAIR
Catalogue Division

WASHINGTON
GOVERNMENT PRINTING OFFICE
LIBRARY BRANCH
1918

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PREFATORY NOTE

Cataloguers of periodicals have felt the necessity of decisions on points of form and order in details of entry not specified in the code of catalogue rules, or not stated with sufficient precision. They are essential to secure a degree of uniformity in the application of the rules where a large collection of great variety is being catalogued. The following statement, covering the practice in the Library of Congress, is intended for the guidance of cataloguers without intrenching on the exercise of good judgment on their part in dealing with exceptional cases on their merits. It is printed to meet the requirements of the library service, and to facilitate the answering of numerous requests for information from other quarters.



1. GENERAL RULE

Enter a periodical under its latest title, capitalizing both the initial article, when there is one, and the word following. Give in the form of notes: frequency of publication; important variations of title; successive editors; important changes of place of publication and of publisher; also indexes, supplements, etc., unless entered separately (*see* under headings Indexes and Supplements) Make added entries for editors, compilers of indexes, important earlier titles, etc.

A periodical entry ordinarily includes all volumes published with continuous volume numbering (in one or more series), even though the title may vary. A publication which does not continue the volume numbering of an earlier publication is considered a new periodical, and should have separate entry. If the new periodical succeeds or supersedes the former, the connection should be noted on each entry.

2. TITLE

The title of a periodical is frequently given in different forms on title-page, covers, captions, etc. The form used on the title-page should ordinarily be given preference in entry, and references made, when necessary, from other forms. When the covers, etc., have fuller title than the title-page, it is sometimes desirable to use the fuller title, enclosing the additional matter in brackets, *e. g.*

The Portrait magazine [containing sketches of prominent persons of the present time]

If the publication has no title-pages, take title from covers, captions or editorial pages. The cover-title is to be preferred, unless the caption title is especially distinctive, or is the title best known and under which the periodical is generally quoted in reference books and other literature on the subject.

The statement of editors, etc., may be included in title if the periodical has ceased publication, and the same editors have continued throughout, *e. g.*

The Mining gazette, ed. by Alvin Stevens and William Estes.
The Kindergarten review; organ of the Boston kindergarten association. Mary R. Haviland, editor.

When one periodical absorbs another, and incorporates its title with its own, the incorporated title should not be capitalized, *e. g.*

Illinois mining gazette and railway age (not Illinois mining gazette and Railway age)

The title of a periodical is printed with hanging indention, and should be entered on card with the first word beginning a little to the left of first vertical line.

When quoting in a note an English title, capitalize the word following the initial article, *e. g.*

Absorbed the Educational review.
Merged into the Belgian hare news.

When quoting a title in a foreign language, capitalize both the article and the word following, *e. g.*

Absorbed L'Arménie.
Merged into Der Alte orient.

3. TITLES BEGINNING WITH INITIALS OR FORENAMES

When the title of a periodical begins with initials of name of editor or publisher, it is ordinarily better to disregard initials in entry, *e. g.* S. S. Stewarts banjo and guitar journal should be entered under title . . . Stewarts banjo and guitar journal, with reference from S. S. Stewarts banjo and guitar journal. Similarly, Dr. A. Petermanns mitteilungen, L. B. Case's botanical index, J. W. Pepper piano music magazine should have entry under titles . . . Petermanns mitteilungen, . . . Case's botanical index, and . . . Pepper piano music magazine, respectively.

When the title begins with a forename, entry should usually be made under forename, *e. g.*

Frank Leslie's boys' and girls' weekly.
Frank Leslie's popular monthly.
Joe Chapple's national news-letter.

Make cross references from other forms of name, when necessary.

4. STATEMENT OF VOLUMES

The statement of volumes and dates follows title of periodical on catalogue card. Use arabic numerals, and vernacular form for volumes, months, etc., *e. g.*

1.-3. année; jan. 1881-oct. 1883.
1.-2. jahrg.; 2 juli 1904-25 märz 1905.

The volume numbers and dates are separated by a semicolon when there is but one series. If there are two or more series, use commas between volumes and dates, and semicolons between the series, *e. g.*

v. 1-4; Jan. 5, 1899-Aug. 7, 1900.
v. 1-6 (no. 1-24); Jan. 1881-Oct. 1896.
v. 1-16, v. 17, no. 1-2; Jan. 1891-Feb. 1907.
v. 1-26, Jan. 1821-Oct. 1848; 2d ser., v. 1-6, Jan. 1849-Oct. 1854.
v. 1-20, May 1875-Apr. 1894; v. 21-30 (new ser., v. 1-10), May 1895-Apr. 1904.

The volume numbers and dates are not enclosed in brackets when easily ascertainable from covers of individual numbers, captions, etc., even though they do not appear on title-pages. When dates on covers, etc., differ from those given on title-page, prefer the cover dates, unless clearly wrong, and make note of discrepancy.

Statement of volumes in open entries: When the periodical to be catalogued is current, give first volume number and date in ink on main card, *e. g.*

v. 1— Oct. 12, 1906—

v. 1— May 1881—

v. 1-5, May 1891-Apr. 1895; new ser., v. 1— May 1896—

The last volume number and date should be noted in pencil. The card should be stamped "In progress. Additions on shelflist."

A similar entry may be made for a periodical which has ceased publication, but of which the Library possesses only a partial set. In this case the card should be stamped "Incomplete. Additions on shelflist."

If Library lacks the first volume of a set, or if the statement of volumes is complicated, a "Library has" card may be used, and space left on main card.

See also under headings Open entries, "Library has" cards, and Serial record.

5. IMPRINT

Include in the imprint place of publication, name of publisher, and inclusive dates of publication, *e. g.*

Chicago, C. H. Gard, 1901-05.

Variations in place of publication and publishers: When variations are unimportant, give in imprint the first* place and publisher, *e. g.*

Philadelphia [etc.] J. W. Scott, 1880-81.

Allentown, Davis & Selden [etc.] 1852-65.

Boston, Armstrong and Lewis; [etc., etc.] 1897-1900.

When variations are important, include them in imprint, unless statement is too complicated, *e. g.*

Chicago, L. W. Brown, 1857-63; Springfield, Ill., J. Jackson co., 1864-69.

Boston, J. R. Scott; [etc., etc.] 1881-85; New York, Brown & Davis [etc.] 1886-95.

Boston [etc.] Little & co., 1889-92; Hartford, J. W. Copeland, 1893-1906.

When it seems desirable to specify variations and they cannot conveniently be included in imprint, use note similar to following:

Vol. 3 was published in Springfield, Mass.

Vols. 2-5 were published in Lexington, Ky., by R. W. Bentley.

For a more detailed form of note see "Imprint varies" note.

6. COLLATION

Volumes: Give the number of volumes, *e. g.*

6 v. (or "6 v. in 9" for 6 volumes bound in 9)

*An exception may be made when the periodical has been published for a much longer time in some other place. Such changes are most apt to occur in the earliest and last stages of a periodical.

If there is only one volume give paging.

See also under heading "Periodicals complete in one volume."

Illustrations: Give illustrations in the following order: illus., plates, photos., ports., maps, plans, facsim., tables, diagrs. Frontispieces are not ordinarily separately noted, but are included in plates, exception being made for works complete in one volume, gift-books, rare works, etc. Colored plates are noted, but it is not usually necessary to specify that plates are folded.

Size: Give height of volumes in centimeters. When volumes differ in height, give inclusive sizes, *e. g.*

26-28^{cm}.

If, however, there is but one variation in size, statement may be given as follows:

23½^{cm} (v. 2-4: 30^{cm})

26^{cm} (v. 9: 20^{cm})

25^{cm} (v. 1, no. 1-3: 14^{cm}),

7. FREQUENCY OF PUBLICATION

Unless expressed in title of periodical, frequency of publication is to be given after collation. When statement consists of a single item, or is brief, it is placed one centimeter to the right of size and is not capitalized, *e. g.*

23^{cm}. weekly.

25^{cm}. monthly (v. 1-2: quarterly)

19^{cm}. irregular.

28^{cm}. annual.

20^{cm}. monthly (irregular)

24^{cm}. monthly (except July and August)

When statement consists of two or more items, it is given as a paragraphed note, *e. g.*

Weekly, 1883-86; monthly, 1887-89.

Weekly, 1887-92; irregular, 1893-97; monthly, 1898-1906.

Months need not be specified when change occurs at end of calendar year.

8. "TITLE VARIES" NOTE

Under the caption "Title varies" are given the important changes of title of a periodical, *e. g.*

Title varies: Jan. 1831-Oct. 1834, The Biblical repository.

Jan. 1835-Oct. 1836, The Quarterly observer and Biblical repository.

Jan. 1837-May 1838, The American Biblical repository.

Title varies: June 1880-Apr. 1881, The Harvard register; a monthly periodical devoted to the interests of higher education. (Subtitle varies slightly)

June 1881-May 1884, The Harvard review and educational journal.

When desirable, volume numbers may replace dates in "Title varies" note, or both may be included, *e. g.*

Title varies: v. 1-3 (1875-79) Vermont historical gazetteer.

If changes of title, editor, and imprint occur simultaneously, the same note may include all these items, *e. g.*

Title and imprint vary: May 1892-Apr. 1907, *The Illustrated magazine of art*, ed. by Moses King and Henry E. Butler. New York, Davis & Atwood.

May 1907-Oct. 1910, *The Magazine of art, architecture and sculpture*. Thomas Edwin Brown, editor. Boston, Carey and Mason co.

The "Title varies" note is printed with hanging indention, and the dates (after the first group) begin a new line in each case.

When the changes in title of a periodical are not considered of sufficient importance for a detailed statement, the note "Title varies," or "Title varies slightly," will suffice, without specification of changes.

9. EDITOR NOTE

Unless included in title, editors may be given in following form of note:

Editors: May 1892-June 1897, Karl Vollmeyer, Ernst Schmidt.—July 1897-Oct. 10, 1908, H. L. Meyer.—Oct. 17, 1908-Dec. 1910, E. G. Meissner.

Editors: Jan. 1888-Dec. 1907, Thomas Pirsson (with Alfred Brown, May-Dec. 1907).—Jan. 1908-Dec. 1910, A. H. Batterson.—Jan.-May 1911, E. B. Davis, Elinor P. Wiles.

Editors: Apr. 1859-June 1862, William Wilson.—July 1862-May 1893, Thomas Bailey (with C. H. Gard, 1880-87; Eben Jones, 1888-93)

The editor note is printed with hanging indention.

Ordinarily the forename of editor is given in full when there is only one; initials are used when there are two or more forenames. Exception is sometimes made for foreign names. When editor is a woman, the first forename is always given in full.

When a periodical has ceased publication and the same editor or editors have continued throughout, use form of note similar to following (unless statement of editors is included in title):

E. J. Butler, editor.

Thomas Bartlett and others, editors.

W. E. Babbitt and Frank Jefferson, editors.

Edited by Esther Patterson and Mary E. Willis for the Institute of pharmacy.

In trade periodicals, and in some of the less important literary periodicals, etc., names of editors need be given only when easily ascertainable, and when changes are not frequent; or, in the case of trade periodicals, when the editor is a prominent authority on the subject.

Ordinarily each editor mentioned in title or note should have added entry. The added entries may sometimes be omitted, however, for trade periodicals, etc., even when editors are noted on face of card. Judgment should be used.

10. "IMPRINT VARIES" NOTE

Variations of place and publisher may be included in imprint unless statement is too complicated.

See under heading Imprint.

If not desirable to include in imprint the variations, and detailed note is necessary, give as follows:

Imprint varies: 1853-62, Philadelphia, W. P. Hazard.—1863-75, New York, M. M. Dodd [etc.].—1876-91, Boston, Arnold & Brown; [etc., etc.]

It is sometimes more practical to give volume numbers in place of dates in notes, *e. g.*

Imprint varies: v. 1-5, Richmond, Teller and Bacon, 1881-83.—v. 6-59, Lexington, Ky., B. B. Jones co., 1884-1901.—v. 60-65, new ser., v. 1-5, Washington, Taylor & Ballington, 1901-06.

The "Imprint varies" note is printed with hanging indention.

In many cases the "Imprint varies" note may be replaced by a shorter note similar to following:

Vol. 1 was published in Lexington, Ky.
Vols. 1-7 were published by Dodd, Mead & co.
Vols. 19-20 were published in London by G. Whitfield [etc.]
Published from 1862 to 1865 in Richmond.
Vols. 7-9 were edited by Daniel Carrington and published in Hartford, Conn.
Vols. 1-5 have imprint: Middlebury, Vt., Printed by J. W. Cope-land, 1887-91.

11. NOTE FOR ORGANS OF SOCIETIES, ETC.*

When a periodical is the organ of some society or other body, and the statement is not included in title, a note similar to following should be given:

Organ of the Institute of American botanists.
Organ of the Denver mining association from 1881 to 1885, of the Colorado association of miners from 1886 to 1900.
Organ of the Maine historical society, and, from 1892 to 1897, of the Maine genealogical association.
Official organ of the Society of archaeological research.

Ordinarily an added entry is given for each society or body of which the periodical is the organ.

12. "PUBLICATION SUSPENDED" NOTE

When a periodical has ceased to appear for a time, and has later resumed publication, use following form of note:

Publication suspended from May 1905 to Feb. 1907, inclusive.
Publication suspended from 1882 to 1885, inclusive.
Publication suspended during 1897.

*A publication which contains only the regular proceedings, transactions or reports of a society is entered under the name of the society rather than

13. EXAMPLES OF MISCELLANEOUS NOTES

Supersedes Elementary education.

Volume numbers irregular: no. 3 omitted.

Formed by the union of the Progressive farmer and the Agricultural review.

No numbers were issued for May and Sept. 1889.

Vols. 1-7 include "Bibliography of mining engineering, by Claude Cumberland," 1901-08.

Vols. 1-12 include the current supplement "Mineral industry" (issued with separate t.-p. and paging in v. 2-5)

Absorbed the Manchester review in July 1892, and assumed its volume numbering.

Vols. 2, 5, and 19: 2d edition.

L. C. set incomplete: v. 4 wanting.

Merged into the Electrical world.

The Progressive farmer and the Agricultural review were united in May 1892 to form the Southern farm gazette.

No more published.

It is often desirable to give as a note a statement quoted from the periodical, *e. g.*

"Toevoegsel aan het Regt in Nederlandsch Indie."

"Publiée sous la direction de Messrs. Pupikofer et Pangalo, et sous le patronage du conseil de l'Ordre des avocats."

"Established as a separate periodical by the division of the Hatter and furrier into two journals: The American hatter and the Furrier."

Bibliographical contributions, when considerable, should always be noted, *e. g.*

Bibliographical notes in each volume.

Includes critical reviews.

Includes quarterly list of new books.

14. ORDER OF NOTES

Notes are usually given in the following order:

Frequency of publication

Volume numbers irregular ...

Formed by the union of ...

Organ of ...

Publication suspended ...

Title varies

Editors

Imprint varies

Absorbed the ...

No more published (*or* Merged into ... *or* Superseded by ...)

The order of notes may be modified to suit special cases. Variations of title, editors, imprint, frequency of publication, etc., may be combined in one note when desirable.

15. "LIBRARY HAS" CARD

When the statement of volumes in an open entry is too long to be included on main card, a card similar to following is used*:

Library has

1.-11. jahrg.	1880-90	11 v.
13.-18. jahrg.	1892-97	6 v.
21. jahrg.	1900	1 v.
24.-26. jahrg.	1903-05	3 v.

Stamp: In progress. Additions on shelflist.

Library has

v. 1-10	Jan. 1851-Dec. 1860	10 v.
v. 17-33	Jan. 1867-Dec. 1883	17 v.
v. 38	Jan.-Dec. 1888	1 v.
v. 41-44	Jan. 1891-June 1894	4 v.
v. 46-48 (new ser., v. 1-3)	Oct. 1894-Feb. 1897.	3 v.

Stamp: Incomplete. Additions on shelflist.

Library has

v. 2-5	May 1804-Feb. 1807	4 v.
v. 19	May-June 1809	1 v.
v. 23	Sept. 1811-Mar. 1812	1 v.

Stamp: Refer to cataloguer.

The "Library has" card is not to be numbered.

Stamps: The stamps "In progress. Additions on shelflist" or "Incomplete. Additions on shelflist" are used on open entry cards for publications in which additional volumes are to be recorded only on serial record. The stamp "Refer to cataloguer" means that any additional volume of the publication received in the Library is to be sent to the cataloguer of periodicals and not added to the serial record. It is used for sets nearly complete at the time entry is made, for old or rare publications, etc. There are a few current periodicals for which the cards are stamped "Add to cards." In these cases each additional volume received in Library is recorded on catalogue cards as well as added to serial record.

16. INDEXES

An index to a periodical, when separately published, is to be added to main entry with dash, *e. g.*

The Ohio journal of education. v. 1-5; Mar. 1891-Feb. 1895.
Cincinnati, Hall & Brown, 1891-95.

5 v. illus. 24^{cm}. monthly.

— Index to volumes I to III ... Comp. by Henry R. Davis.
Cincinnati, Hall & Brown, 1897.
v, 121 p. 24^{cm}.

*Space (blank lines) may be left open for noting later additions of missing volumes. Ordinarily these are added on serial record only, but it may be advisable to consolidate the statement on the "Library has" card from time to time, when several gaps have been filled. *cf.* section 24 (Serial record)

Title, pagination, etc., are to be given as for an ordinary book. The word volumes is written in full unless abbreviated on title-page, and roman numerals are not changed to arabic. An added entry is made for compiler of index.

Separate entry for indexes: An index to a periodical in progress, received after main entry has been printed, is to be entered in the following form:

The Ohio journal of education. (*Indexes*)
Index to volumes I to III ... Comp. by Henry R. Davis. Cincinnati, Hall & Brown, 1897.
v, 121 p. 24^{cm}.

The form heading *Indexes* is to be given on back of card, but heading is not printed. Subject entries may be indicated when needed. The same "printer's serial number" is to be given on card for index as on main entry card, but to the number is to be affixed the symbol x^1 , x^2 , x^3 (meaning first, second, third, etc., index card) as the case may be. When the publication is discontinued and the main entry closed, or when for any other reason the main entry is reprinted, the card or cards for the indexes may be reprinted in the usual form as part of the entry. The rule for separate entry of indexes applies also to indexes received before the periodical itself is in the Library.

An index included in the paging, or forming one of the regularly numbered volumes of a periodical need not have separate entry.* It should be noted on main entry, however, *e. g.*

"Index to the first ten volumes, comp. by Benjamin Alcott":
v. 11, p. 91-225.

"Index to v. 61-97, comp. by G. C. Adams": v. 100, p. 1-25,
53-90.

Vol. 20, published in 1891, forms index to v. 1-19.

17. ADDED ENTRIES

Form headings: Each entry for a periodical has added entry under form heading *Periodicals*, followed by penciled word (titles) For periodicals which are merely the organs of societies the added form heading *Societies* may be given. The form headings are not printed and are filed in public catalogue only.

Subject entries: Subject entries are added for all periodicals in the new classification which require such entry, *e. g.*

Military art and science—*Period.*

U. S.—*Hist.—Period.*

Botany—*Period.*

The subdivision *Periodicals* is ordinarily used under general subjects only, not under the local subdivisions, *e. g.*

Agriculture—*Period.* (not Agriculture—*France—Period.*)

Botany—*Period.* (not Botany—*U. S.—Period.*)

*Separate (analytical) entry may be made also when an index for a series of volumes is thought of sufficient importance, though forming part of a volume and without separate title-page and paging.

References should be made when necessary from local subdivisions, *e. g.*

Agriculture—*France—Period.* See Agriculture—*Period.*
Botany—*U. S.—Period.* See Botany—*Period.*

When the local interest of a periodical is especially important, a duplicate entry may be made, *e. g.*

Agriculture—*Period.*
Agriculture—*Hawaiian Islands.*

Editors, compilers, etc.: An added entry is ordinarily given for each editor (*cf.* Editor note); compiler of an index; society or other body of which the periodical is an organ; and for each important earlier title of periodical. Cross references suffice for the less important titles.

The editors precede the other added entries in order; the titles are given last.

The name of each editor is followed by the abbreviation *ed.* (not *joint ed.*)

18. OPEN ENTRIES

An open entry is an entry for a periodical incomplete at the time of being catalogued.

When the first volume is in the Library it is entered on card, with date of publication of first number. Space is left for the insertion in pencil of later volumes, dates, etc., *e. g.*

The Agricultural record. v. 1— May 1896—

Chicago, Young & Brown, 1896—

v. illus. 27^{cm}.

Monthly, 1896-97; quarterly, 1898—

Editor: May 1896— F. B. Davis.

Stamp: In progress. Additions on shelflist.

When the first volume is not in the Library, volume numbers and dates are not ordinarily printed on card, *e. g.*

Current anecdotes; a preachers' magazine.

Cleveland [etc.] Current anecdotes co., 18

v. 24^{cm}. monthly.

Stamp: Incomplete. Additions on shelflist.

If the periodical changes its title after the entry is printed, the entry should be reprinted under new title, with old title given as an added entry, *e. g.*

Automobile review. v. 1-10, Jan. 1901-Apr. 1907; new ser.,
v. 1— May 1907—

New York, Allen-Barton co., 1901—

v. plates. 25^{cm}. weekly.

Title varies: Jan. 1901-Apr. 1907, Cycling gazette and automobile times.

May 1907— Automobile review.

Stamp: In progress. Additions on shelflist.

Added entries: Periodicals (titles) 1. Automobiles — Period.

The cataloguer should remove from the second official and public catalogues all cards under the earlier title.

A serial record card is made for each open entry, on which all additional volumes received are recorded. When the periodical ceases publication, the open entry should be reprinted in closed form.

See also under headings Statement of volumes and Serial record.
For note on use of stamps *see* section 15 ("Library has" card)

19. SUPPLEMENTS

Enter a monograph issued as a supplement to a periodical under the author, with added entry for the periodical, *e. g.*

Austin, Bryson Edward, 1851-1903.

... The story of a New England farm house. Boston, Ellis & Little, 1883.

106 p. 24^{cm}. (Massachusetts magazine of historical research, v. 12, no. 3. Supplement)

Added entries: 1. Massachusetts magazine of historical research. Supplement. 2. Title.

Brown, Alice Elizabeth, 1873-

Edward Wallace, the boy who saved a town. Richmond, A. M. Davis & co., 1911.

12 p. 23½^{cm}. (The Children's story-hour, v. 17, no. 8. Supplement)

With The Children's story-hour. v. 17.

Added entries: 1. Wallace, Edward, 1895-1910. 2. The Children's story-hour. Supplement.

Pomeroy, Eltweed, 1860-

By the people ... Newark [1900]

cover-title, 116 p. 25½^{cm}. (Direct legislation record, v. 7, no. 4 [Extra])

Added entry: 1. Direct legislation record. Extra.

Meyer, Wilhelm, 1831-1892.

Das deutsche volkslied. Berlin, C. Habel, 1892.

37 p. 24^{cm}. (Deutsche zeit- und streit-fragen, neue folge, jahrg. 7, hft. 4. Beilage)

Added entries: 1. Folk-songs, German. 2. Deutsche zeit- und streit-fragen. Supplement.

Monographs forming regularly numbered supplements to periodicals follow the same rule in regard to author entry. In place of added entry on author card, however, the supplements are added to periodical entry card with dash, or a series entry is made under name of periodical, *e. g.*

Zentralblatt für bibliothekswesen.

Beihefte ... Leipzig, O. Harrassowitz, 1888-
v. illus. 24½^{cm}.

Contents.

1. bd., hft. 1. Personalverzeichniss der Pariser universität von 1464; von dr. M. Spirgatis. 1888.

hft. 2. Die Reichenauer sängerschule; von W. Brambach. 1888.

Supplements which are not monographs are frequently accounted for sufficiently by a note on periodical entry card in place of separate entry, *e. g.*

"Armorial général de France. Table des noms inscrits dans ce recueil" issued as special supplement with v. 9-14 (1863-69)

With v. 3 was issued a supplement to the January number: Prominent Americans interested in Japan

Vols. 1-7 include the current supplement "Food and health."
 Vols. 12-15 include the weekly supplement "News from the field"
 (separately paged in v. 12-14)

See also under heading Special numbers.

20. SPECIAL NUMBERS

A special number of a newspaper or periodical, separately classified, or a special number received when the periodical itself is not in the Library, may be entered as follows:

The Springfield daily times.

... The village of Holyoke, Massachusetts, 1794-1894. Industrial, professional, literary Holyoke. Springfield, 1894.

cover-title, 29 p. illus. 32^{cm}.

Issued as a special number of the Springfield daily times, Nov. 5, 1894.

Added entry: 1. Holyoke, Mass.

Special numbers are frequently issued without title-page. Give preference in this case to cover-title, unless caption title is much fuller or more distinctive.

A special number of a periodical when included in one of the volumes does not ordinarily require separate entry. It may be disregarded altogether, or a note may be given on main card, *e. g.*

Vol. 1 includes special number, issued May 6, 1891.

Vol. 5 includes special number, issued July 11, 1903, and separately paged.

Vols. 9 and 12 include special numbers.

For monographs issued as special numbers *see* under heading Supplements.

21. DETACHED COPIES

An article detached from a periodical may be classified separately by subject. It should be catalogued as follows: make analytical entry for article in original volume, if in Library, and add detached copy as copy 2, followed by word "detached," *e. g.*

Standing, Percy Cross, 1870-

The boarding-officer of the Alabama. (*In* The Cornhill magazine. London, 1897. 23^{cm}. new ser., v. 2, p. [591]-603) AP4.C8

——— Copy 2, detached. E599.A3S8

If Library does not possess original, catalogue detached copy as original, and add note: A detached copy.

22. EXTRACTS FROM PERIODICALS

Enter a collection of extracts from a periodical under the name of the periodical, provided this appears in the title of the collection. Make added entries under the title of the collection and the name of the collector, if given, *e. g.*

Blackwood's Edinburgh magazine.

Tales from "Blackwood." Edinburgh and London, W. Blackwood & sons [1858-61]

12 v. 16½^{cm}.

Added entry: 1. Title.

The Atlantic monthly.

Atlantic classics. Boston, The Atlantic monthly co. 1916.
277 p. 19^{cm}.

Added entry: 1. Title.

Life.

Short stories from Life. Garden City, N. Y., Doubleday, Page
& company, 1916.

346 p. 19^{cm}.

Added entry: 1. Title.

If the periodical is not named in the title enter under title, or under collector if given. Give the name of the periodical in a note, and make added entry under it, *e. g.*

My aunt's match making, and other stories by popular authors.

New York, Cassell & co., 1888.

212 p. 19^{cm}.

Running title: Stories from Cassell's.

Added entry: 1. Cassell's magazine.

The work of a single author republished from a periodical does not ordinarily require an added entry under the name of the periodical.

23. PERIODICALS COMPLETE IN ONE VOLUME

When a periodical is complete in one volume, collation is to be given as for an ordinary book, if the paging is not complicated, *e. g.*

The Common school journal of the state of Pennsylvania. v. 1;

Jan.-Dec. 1844. Philadelphia, E. C. Biddle; [etc., etc.] 1844.

viii, 376 p. illus. 23^{cm}. monthly.

No more published.

When the paging is divided into several groups, or is otherwise complicated, give "1 v." in place of paging, *e. g.*

The Belgian hare news; a monthly for the Belgian hare. v. 1;

Jan.-Dec. 1901. Chicago, C. H. Gard, 1901.

1 v. (variously paged) 23^{cm}.

No more published.

24. SERIAL RECORD

Serial record cards are to be made in following form for current or incomplete periodicals:

Darkest Russia

Library has

v. 1-2 1903-04 2 v.

Stamp: In progress (*or* Incomplete)

On back of card give place, inclusive dates, number of volumes, and size, *e. g.*

New York, 1903-04. 2 v. 25^{cm}.

The words Serial record should be written or stamped on back of each main entry card for which a serial record card is made. The additional volumes received in Library are added to serial record card and not to catalogue card (*cf.* section 15, "Library has" card) When an open entry is reprinted in closed form, notification should be sent to person in charge of serial record.

Serial record cards for the classes Law and Music are exceptions to the general rule. For these classes give only title of periodical, place of publication, and usual stamp, *e. g.*

The Law review. New York.

Stamp: In progress (*or* Incomplete)

25. RUSH REPRINTS

When an entry is to be reprinted for stock as a "rush reprint," volumes received in Library since the entry was printed should be examined and added to cards, and statements in regard to latest title, editors, etc., brought up to date. The entry may need further revision to be sure that forms are according to present usage, etc. Consult the serial record and public catalogue cards for additional information. The date when the entry was revised and reprinted should be added on back of card.

26. PRINTER'S SERIAL NUMBERS

Each printed entry bears a serial number on the lower right-hand corner. When an entry is reprinted under a later title, the printer's serial number should be transferred to the new entry. A new entry which includes two or more earlier titles should take the serial number of one of them, and the Card division should be notified, on form provided, of discarded number or numbers.

When an open entry printed in the "CA unrevised" series is reprinted as a closed entry, it should be transferred to the regular L. C. series. A notice of transfer should be sent to the Card division on form provided for this purpose.

The cataloguer should remove all cards from the second official and public catalogues for each entry to be reprinted under later title, and for each entry transferred from "CA unrevised" series to regular series.

27. CATALOGUER'S REFERENCE LIST OF ENTRIES

A brief entry should be made on slip for each new set catalogued, including title, short statement of volumes, place of publication, dates, class-mark, initials of cataloguer, date of cataloguing, and, for open entries, the stamp "In progress," "Incomplete," or "Refer to cataloguer." This slip is held till a printed copy of catalogue card is received, when additional information on slip is transferred to card. The cards are kept on file in case on cataloguer's desk. They are used for reference only, and information on them is not kept up to date.

28. METHOD OF PROCEDURE

When volumes of a periodical are received for cataloguing, the cataloguer should consult the cataloguer's reference list. If an entry for the publication is found there stamped "In progress" or "Incomplete," the volumes should be sent to the person in charge of the serial record. An entry stamped "Add to cards" indicates that the volumes received are to be added to cards in the public

catalogue before they are sent for addition to serial record. If an entry is found stamped "Refer to cataloguer," the cataloguer should consult the original catalogue card, where the method of procedure will be indicated.

When no entry is found in the reference list, the cataloguer should consult the public and second official catalogues. An unprinted entry for a publication found in either of these catalogues may, if practicable, be withdrawn, revised, and printed. Care should be taken to withdraw all cards belonging to a publication, including editor cards, compilers, etc. If accession numbers are given on back of old main entry card, they should be transferred to new entry. Works published before 1900, for which no entry is found in either the public or second official catalogues, should be searched in the first official (old) catalogue. Entries found in this catalogue should always be withdrawn and revised.

When no entry for publication is found in any catalogue, an entry should be made. The cataloguer should be sure that not only the volumes in hand are catalogued, but that all other volumes in the Library belonging to the publication are collected and catalogued. For additional information it may frequently be necessary to consult the Periodical division records (in Periodical reading room and office), the Smithsonian division record, the order cards, the serial record, or the shelflist. Unbound numbers of periodicals are kept on deck 32 (except for publications classified in AP) or in Smithsonian division. These unbound numbers are not ordinarily to be entered on catalogue cards.

When a truck load of books has been catalogued and revised, the truck is forwarded to the Classification division, where the volumes are classified and shelflisted. After shelflisting, the cards are returned to the cataloguer or reviser, and later sent to the Periodical division for reference. When returned, they are forwarded for printing, or, if not ready to print, are sent direct to catalogue.

A cataloguer of periodicals should strive, above all else, for accuracy. There are many details to consider in a long or complicated publication, indeed, in almost any periodical entry, and clear and accurate statements will prevent much confusion. It has been found useful to keep for ready reference a list of items to be noted for each catalogue entry. A tentative list is given below, which may be revised to suit individual requirements:

- Entry initialed and dated
- Cards numbered and stamped: See next card
- Tracers written on backs of cards
- Unbound volumes designated unb.
- Smithsonian sets indicated by letter S.
- Form heading Periodicals (titles) given
- Form heading Societies given when necessary
- Subjects and other added entries given
- Serial record card written for open entries, and "Serial record" stamped on catalogue card
- Slip entry written for cataloguer's reference list
- Cards stamped when necessary: In progress. Additions on shelflist (*or* Incomplete. Additions on shelflist, etc.)

29. EXAMPLES OF PERIODICAL ENTRIES

The Children's home magazine. v. 1-7; Oct. 1883-Sept. 1890. London, Baker & Davis, 1883-87; Liverpool, J. P. Brown co., 1888-90.

7 v. illus. 29^{cm} (v. 1: 24^{cm}) monthly.

Vol. 1, no. 1 has title: The Children's monthly messenger.

"Index to v. 1-5": v. 5, p. 315-350.

Merged into Boys' and girls' treasury.

Added entry: Periodicals (titles)

(*Cross reference:* The Children's monthly messenger. *See* The Children's home magazine)

The Illustrated magazine of botany; ed. by Charles B. Perry. v. 1; Sept. 1891-Aug. 1892. Applegate, Cal., E. C. Biddle, 1891-92.

vi, 192 p. plates (part col.) 19^{cm}. quarterly.

Organ of the Applegate botanical society.

No more published.

Added entries: Periodicals (titles) 1. Botany—Period. i. Perry, Charles Brown, 1861-1892, ed. ii. Applegate botanical society, Applegate, Cal.

The Writer's bulletin and literary reporter. v. 1-7, v. 8, no. 1; Aug. 1911-Aug. 1915. New York, H. Croy [etc.] 1911-15.

8 v. in 6. illus. 20-23½^{cm}. monthly.

Title varies: Aug. 1911-Apr. 1913, The Magazine maker; a journal of information for writers and editors.

May 1913-Feb. 1914, The Writer's magazine; a journal of information for literary workers.

Mar. 1914-Aug. 1915, The Writer's bulletin and literary reporter.

Editors: Aug. 1912, F. F. Rogers.—Sept. 1912-Aug. 1915, Modeste H. Jordan.

No more published.

Added entries: Periodicals (titles) 1. Authorship—Period. i. Rogers, Frank Fowler, ed. ii. Jordan, Modeste Hannis, ed. iii. The Magazine maker.

(*Cross reference:* The Writer's magazine. *See* The Writer's bulletin and literary reporter)

The Technology monthly and Harvard engineering journal a magazine devoted to the interests of the Massachusetts institute of technology; the official organ of the Association of Harvard engineers; v. 1—Apr. 1914—

Boston, 1914—

v. illus., ports., maps. 26½^{cm}.

Absorbed the Harvard engineering journal in May 1914.

Stamp: In progress. Additions on shelflist.

Added entries: Periodicals (titles) 1. Technology—Period. 2. Engineering—Period. i. Massachusetts institute of technology. ii. Association of Harvard engineers.

Le Génie civil; revue générale hebdomadaire des industries françaises et étrangères. Industrie—travaux publics—agriculture—architecture . . . t. 1— (1.— année); nov. 1880—

Paris 1880—19

v. illus., plates, maps. 36—37^{cm}.

Includes "Chronique commerciale, industrielle et financière" (separately paged), May 1900—

Stamp: In progress. Additions on shelflist.

—— 1^{re} table générale des matières, t. 1 à xx (1880—1891)

Paris 1891)

107 p. 37^{cm}.

—— 11^{re} table générale des matières, t. xxi à xl (1892—1902)

Paris 1902)

128 p. 37^{cm}.

Added entries: Periodicals (titles) 1. Engineering—Period.

The Journal of comparative medicine and veterinary archives.
v. 1— Jan. 1880—

New York, W. L. Hyde & co.; etc., etc. 1881—19

v. illus., plates (part col.) ports., tables. 22—24^{cm}.

Quarterly, 1880—89; monthly, 1890—19

Publication suspended from Apr. to Sept. 1893, inclusive.

Title varies: Jan.—Oct. 1880, The Archives of comparative medicine and surgery . . .

Jan. 1881—Oct. 1889, The Journal of comparative medicine and surgery.

Jan. 1890— The Journal of comparative medicine and veterinary archives.

Editors: 1880, E. C. Spitzka.—1882—96, W. A. Conklin (with W. H. Porter, 1882—83; F. S. Billings, 1884—85).—1897—19 W. H. Hoskins.

Imprint varies: 1881—85, New York, W. L. Hyde & co. [etc.]—1886—90, Philadelphia, A. L. Hummel.—1891—93, New York, W. R. Jenkins [etc.]—1894—19 Philadelphia, Brown-Taylor co.

Stamp: In progress. Additions on shelflist.

Added entries: Periodicals (titles) 1. Veterinary medicine — Period.

i. Spitzka, Edward Charles, 1852—1914, ed. ii. Conklin, William Augustus, 1837—1913, ed. iii. Porter, William Henry, 1853— ed. iv. Billings, Frank Seaver, 1845— ed. v. Hoskins, William Horace, 1860— ed. vi. The Archives of comparative medicine and surgery.

(*Cross reference:* The Journal of comparative medicine and surgery. See The Journal of comparative medicine and veterinary archives)

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